

CITY OF LEXINGTON
Planning & Development Department
P.O. Box 922
300 East Washington Street
Lexington, Virginia 24450
[540] 462-3704; fax [540] 463-5310

APPLICATION FOR
CERTIFICATE OF APPROPRIATENESS
(for sign)

Application is hereby made to the Lexington Architectural Review Board for a Certificate of Appropriateness (COA) to erect a sign in the Historic District in accordance with Section 28-101 and Sec. 28-115.

Information Pertaining to Lexington Architectural Review Board Applications

1. The Lexington Architectural Review Board meets on the first and third Thursday of each month at 4:00 p.m. in the first floor meeting room at City Hall, 300 East Washington Street.
2. All applications and attachments must be in the office no later than 5:00 p.m. the Thursday prior to the next meeting in order to be included on the agenda for review.
3. All required attachments must accompany the application before it can be placed on the agenda, including color samples.
4. All applications must be completed in full and signed by both the applicant and owner of the property.
5. All original applications and attachments will be kept on file in the Planning and Development Office in City Hall.

Property Description:

Street Address: _____

Owner's Name(s): _____ Phone: _____

Owner's Address: _____

Occupant's Name(s): _____ Phone: _____

Occupant's Address: _____

Doing Business As: _____

Historical Name of Building: _____

Approximate Age of Building: _____

Applicant will be seeking:

(check applicable items)

☐ Federal Tax Credit

Project Architect/Designer: _____

Sign Description:

Type of Sign:

- ☐ Window sign
- ☐ Marquee
- ☐ Flag
- ☐ Free standing

- ☐ Wall
- ☐ Other (Specify)
- ☐ Projecting
- ☐ Awning

Sign Dimensions:

Width: _____

Height: _____

Depth: _____

Area: _____

Square Footage: _____

What materials will be used? _____

Will sign be illuminated? ☐ Yes☐ No

Who will make the sign? _____

Please attach sketch of sign and samples showing the following:

- Dimensions of sign
- Exact wording of sign
- Lettering style and size
- Paint samples
- How colors will be used
- Clearances
- Style of bracket, stand, and/or awning
- Photo showing building and adjoining structures

This document shall constitute a valid COA upon its completion and execution by the Chairperson or Acting Chairperson of the Architectural Review Board. The recipient of a COA is responsible for obtaining any and all other certificates and permits required by the Code of the City of Lexington through the Office of the Planning and Development Administrator.

Applicant's Signature

Date: _____

Property Owner's Signature

Date: _____

-OFFICE USE ONLY-

Staff Review:

Other signed currently in place on building: _____

- ☐ Applicant's sign would meet all district requirements.

Comments: _____

- ☐ Applicant fails to meet the following requirements:

Comments: _____

Date: _____

Planning and Development Director

Application Amendments or Modifications: _____

Action by Architectural Review Board:

- ☐ Approved ☐ Disapproved

Comments: _____

Date: _____

Chairperson, Architectural Review Board